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## INTRODUCTION TO WORD PROCESSING

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A word processor is a computer program designed to make it easy to prepare documents such as letters and reports. With a word processor you can type your document on the computers' keyboard just as you would on a typewriter. The text you enter is displayed on the screen instead of on paper allowing changes to be easily made. You can correct simple mistakes such as spelling, or make drastic changes like moving paragraphs or deleting lines. The text you type in, is stored in the computers' memory and is automatically recalled should you wish to review it.

When you are fully satisfied with your text, you can tell the program to print it out on paper in any format you desire. You might then wish to make further alterations to the text, for example to change the address on a standard letter and reprint. You can print the same document as many times as you wish, of course.

Your word processor also allows you to save your text to tape for later retrieval. In this way copies of important documents can be electronically stored. The load function also allows the merging of files. This should give you an idea of what the VZ WORD PROCESSOR can do for you.

## THE FEATURES OF THE VZ WORD PROCESSOR

This word processor has been designed to be both powerful and simple to use. Here are just some of the programs features:

- \* The ability to handle documents of over 15,000 characters on a standard 24K system.
- \* Both upper and lower case letters can be output to the printer.
- \* Automatic text wrap-around facility. This means that you don't have to worry about the end of lines when you enter your text. If the last word on the line won't fit, it will be moved down to the start of the next line, automatically.
- \* The ability to move the cursor in the text anywhere quickly and efficiently, either by direct cursor control or by use of the FIND command.
- \* The ability to insert or delete a single character, line or even whole paragraphs into or from the text with a few simple keystrokes.
- \* A find / replace function. This is especially useful for finding repeated spelling errors.
- \* The ability to copy, move, delete, save or print blocks of text and to reform text into "neat" paragraphs.
- \* As in BASIC, all keys are auto-repeating i.e. if held down for a short period of time they repeat automatically.
- \* The ability to print any page width from 10 to 99 characters, with an adjustable left margin.
- \* The ability to selectively print a selected portion of the text. You can also embed a page skip marker which tells the printer to skip to the next page.
- \* Printing of text with either "ragged" or "right-justified" margins.
- \* Can print on continuous paper or individual sheets.
- \* The ability to SAVE, LOAD, RETRIEVE and/or merge text files from cassette.

## HARDWARE REQUIREMENTS

In order to use the VZ WORD PROCESSOR you will need the following hardware:

- \* A VZ-300 (or VZ-200 with 16K RAM pack).
- \* A VZ-300 data cassette recorder or similar.
- \* A suitable printer with printer interface.

## HOW TO USE YOUR VZ WORD PROCESSOR

## THE MAIN MENU

The commands available from the main menu are:

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E)dit text
C)lear text
P)rint text
L)oad text
S)ave text
V)erify text
Q)uit program

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You select one of these options by simply typing its corresponding letter (e.g. press E to edit text). Also displayed on the screen are the number of characters (bytes) free and thus available for storage of text.

At any stage you can, by pressing (CTRL) + (BREAK) be returned to the main menu from any command. Note that in all situations (CTRL) + (Q) has the same effect as (CTRL) + (BREAK).

## EDIT TEXT

When the Edit command is invoked, the Main Menu disappears and the text is displayed at the current cursor position. Note that the cursor is fixed on the middle line of the screen so as to always show the text in its context.

To insert text merely type away. The flashing cursor shows the place where the next character you type will appear. The white block is the End-of-File marker, which shows where your text finishes. The magenta block is the End-of-Line marker (for screen editing purposes only).

Normal lower case letters are obtained by simply pressing the required letter alone. Upper case letters, are obtained by holding down the (SHIFT) and then pressing the required letter. The following characters, however, can only be obtained by holding down both (CTRL) and (SHIFT) as well as the following keys.

Character	Key
Left Square Bracket ... [ .. O	
Right Square Bracket .. ] .. P	
Slash ..... / .. K	
Question Mark ..... ? .. L	
Backhand Slash ..... \ .. M	
Hat (raise to power) .. ^ .. N	

Note that when you are entering text you need not press (RETURN) if you think that your next word won't fit, for it will automatically be brought down to the next line as you type. However should you wish to force the printed text onto a new line you will need two consecutive (RETURN)s in order to achieve this effect. To leave a blank line, three consecutive (RETURN)s are needed.

Even though the text displayed on the 32 column screen has End-of-Line markers, the way it appears on the printer could be completely different. That is, wherever there are two words separated on the screen by an End-of-Line marker, they might easily end up being next to each other on the printed line. This is because a new line had to be started after only 32 columns on the screen but on the printer it may not need to be started until 80 columns have been

The special editing commands are invoked by holding down (CTRL) when pressing the key corresponding to the desired function.

These functions are:

(CTRL) + (LEFT ARROW): move the cursor left one character. If cursor was at the beginning of a line then it would move to the end of the previous line. This key, like all others, will automatically repeat if held down for a short period.

(CTRL) + (RIGHT ARROW): move the cursor right one character. If cursor is at the end of a line then it moves to the beginning of the following line.

(CTRL) + (UP ARROW): move the cursor to the previous carriage return i.e. the end of the previous line.

(CTRL) + (DOWN ARROW): move the cursor to the next carriage return i.e. to the end of the line if not there already, otherwise to the end of the next line.

(CTRL) + (RUB OUT): deletes the character currently under the cursor

(CTRL) + (BREAK) or (Q): return to the Main Menu.

(CTRL) + (T): move the cursor to the beginning of the text.

(CTRL) + (B): move the cursor to the bottom of the text.

(CTRL) + (W): move the cursor up 8 lines in the text. this is particularly useful for moving around quickly in the text.

(CTRL) + (Z): move the cursor down 8 lines in the text.

(CTRL) + (A): move the cursor to the left most column of the screen

(CTRL) + (S): move the cursor to the end of the text, of the current line.

\* Note the orientation of W, A, S, Z, on the keyboard and this will help you remember their functions.

(CTRL) + (F): <FIND function>. When you invoke this function, the computer will ask for sequence of characters (or string) to search for (by printing FIND WHAT? at the top of the screen). Type in what you want it to look for in your text, and press (RETURN) when finished (note that there is a 20 character limit for this search string). The program will always start searching from the current cursor position. It will then be asked whether you wish to search forwards or backwards in the text. The program will then look in the direction specified & put the cursor at the beginning or end (relative to the direction of the search) of the string found. If the string is not found, the cursor is left at the start or end of the file.

(CTRL) + (R): <FIND and REPLACE function>. This combination works similarly to the FIND function above, except that it will ask you for a replacement string as well. If the search string is found, it will be substituted with the replacement string. If the search string is not found, the file is unaffected and the cursor is left at the beginning or end of the file. (Again relative to the direction of the search).

(CTRL) + (L): REPEAT last FIND or REPLACE command that was executed. It will thus FIND or REPLACE the next string in the file that is looking for

\* Example: Suppose you wanted to replace every occurrence of "seperate" with the word "separate". To be sure of doing this, you would execute the following commands.

[1] (CTRL) + (T): move cursor to top of text.

[2] (CTRL) + (R): you would then type in the search string - "seperate" then hit (RETURN), and then the replacement string - "separate" then (RETURN). You would then type (F) to search forwards. This would then result in the first occurrence of "seperate" being substituted with "separate".

[3] (CTRL) + (L): this would find and replace the next occurrence of "seperate" with "separate". Holding down these keys would quickly result in all the necessary changes being made.

\* NOTE: You don't actually type in the inverted commas.

(CTRL) + (D): delete all characters from the cursor to the end of the line.

(CTRL) + (I): <INDENT>. Inserts 4 spaces in the text at the current cursor position.

(CTRL) + (N): <NEAT>. After doing some editing, you may find your text looking untidy on the screen. By placing the cursor at the beginning of a paragraph and invoking this function, the paragraph will be reformed and generally tidied up.

\* NOTE however that this doesn't affect the way the text appears on the printer.

(CTRL) + (P): inserts a blue "page-skip" marker. When encountered during printing the printer will start a new page.

(CTRL) + (X): insert a red block marker in the text. For all the following applications, two block markers will be needed. If you insert a third block marker, all block markers will be removed. Block markers show the beginning and end of special pieces of text. If there are not two block markers the error message "TWO BLOCK MARKERS REQUIRED" will be displayed at the top of the screen when the following commands are used.

(CTRL) + (1): <COPY BLOCK>. Text between the block markers will be copied to the current cursor position.

(CTRL) + (2): <MOVE BLOCK>. Text between the block markers will be moved to the cursors current position.

\* NOTE that both these block functions will do nothing if the cursor is inside the block.

(CTRL) + (3): <DELETE BLOCK>. Use this command with particular caution, as it deletes everything between the two block markers.

A final word on editing commands. As with most things, it will be necessary for you to experiment with these commands in order to find out exactly how they work. As you gain experience with them, you will find that they can save you a lot of time.

#### CLEAR TEXT

Clear the text and start a fresh document. You will be asked to confirm this decision. Press (Y) to clear text - hitting any other key will return you to the Main Menu without destroying the text.

## PRINT TEXT

When the print command is invoked the screen is cleared and the printer options will be displayed. Listed against each one is the current (default) value for each. If you don't wish to change a particular value, then simply press (RETURN) and the cursor will move on to the next option. At any stage, you hit (CTRL) + (BREAK) to return to the Main Menu. Any invalid response is simply ignored and the cursor remains where it is. An explanation of each option is given below:

SCREEN OR PRINTER: (P) for printer or (S) for screen (to preview it first before printing).

RIGHT-JUSTIFY: (Y) for printing with a straight right margin. (N) for printing with the right margin ragged.

PAGE WIDTH: This is the width, in characters, from the left hand edge of the paper to the right hand edge of the printed text. For example, if you are using a "80 column printer" then set the page width to 80.

LEFT MARGIN: This value is the number of spaces that are skipped between the left edge of the paper and the left edge of the actual text. For example, if page width is set to 80 and left margin is set to 10 then each line of the page will consist of 10 spaces followed by 70 characters in which the actual text is printed (totalling 80). Note that the page width minus the left margin cannot be less than 10 otherwise the cursor returns to the page width option.

PAGE LENGTH: This is the number of printable lines contained on each page. Do not include lines used to skip perforations in page length.

INTER-PAGE LENGTH: This is the number of blank lines printed after each page. If "fan-fold" paper is used then set inter-page length to a value sufficient to skip over the perforations. Standard practise with "fan-fold" paper is to use a page length of 62 lines and an inter-page length of 4 lines. Of course, if you are not using "fan-fold" paper then you can set inter-page length to 0.

AUTO-NEXT PAGE: this is used if single sheets of stationary are being printed. A reply of (N) means that at the end of each page the (RETURN) key must be pressed before printing resumes - allowing a new sheet of paper to be set up in the printer. A reply of (Y) means that the printer continues without stopping after each page.

PAGE NUMBERING: A value of (Y) for this option means that at the top right of each page the page number is printed in the form - "page no. 01". Note that this takes up a line and is included in the page length.

FIRST PAGE NUMBER: Usually you would use (01) here but in certain circumstances another value may be needed. For example, if you want to print one text file immediately following another with the page numbering still consecutive then note the last page number of the first file, add one to it and use this as the first page number for the next file.

SUPPRESS FINAL FORM-FEED: If this option is (N), then a form-feed (skip to the beginning of the next page) is sent at the end of the file. This means that the last page won't have to be torn off half way down. A value of (Y) will suppress this function.

DOUBLE SPACING: If double spacing is (Y) then a blank line is printed after every line. This adds to readability and clarity.

NUMBER OF COPIES: Up to 9 copies of the same document can be printed immediately after each other without any intermediate action from the user.

After entering the number of copies to be printed, a carriage return is requested from the user. If printing to the screen, The screen is cleared now otherwise the copy number currently being printed and the number of copies to be printed are displayed at the bottom of the screen.

At any time during a print (CTRL) + (BREAK) can be pressed to return you to the main menu. Note that if block markers are present in the file then only that portion of the text is printed.

You will also notice that when printing to the screen, the text is printed so quickly that it will scroll off the top of the screen before you have time to read it. To solve this problem, you can hold the (SHIFT) key down to reduce the printing speed. To actually pause the display, hold down the (CTRL) key. Note, when a screen print is finished, the (RETURN) key must be pressed before continuing.

At the completion of all printing, the number of words, lines and pages printed per document are displayed. Again, the (RETURN) key must be pressed to return the user to the Main Menu.

#### LOAD FILE

This option is used to retrieve text files previously saved to tape. When you enter it, you will be asked for the file name of the document. If an asterisk (\*) is given as the file name here, then the first file encountered will be loaded. Otherwise the tape will only load a file of the given name, though it will show all the file names found.

After entering the file name, you will need to insert your data tape, start the tape playing, and press (RETURN). The program will then wait until it finds a word processor data file on the tape. If it finds one, it will display the message "FOUND - file name", and begin loading it if it matches the file name you entered.

Note that at any time you may press (CTRL) + (BREAK) to abort the load. You will then be asked to stop the tape and press (RETURN) to go back to the Main Menu.

If a bad load is detected by the program then the text is still loaded and you will be warned that the data may have been corrupted. If the tape is stopped or part of the file missing, the message TAPE ERROR will appear on the screen and you will be able to return to the Main Menu.

When the file is finished loading you will be asked to stop the tape and press (RETURN) to go back to the Main Menu. You will also see how many characters of text have been loaded in by the counter on the right hand side of the screen.

#### SAVE FILE

This option is used to save your text on tape for later retrieval. If you have inserted two block markers in the text, it will save only the text between these. You will be asked to give your text a file name. Be sure to finish entering this by pressing (RETURN).

When you have done this, get a data cassette tape and wind it forward past the leader so that it is ready for recording on. Press play and record, and press (RETURN).

Your file will be saved to tape. The number of characters saved will be displayed on the right hand side of the screen. When it has finished saving, you will be asked to stop the tape and press (RETURN) to go back to the Main Menu. Please note that it is a good idea to write on the label of the cassette the name of the files you have stored on the cassette.

Note that if wish to abort a SAVE you can do this by pressing (CTRL) + (BREAK).

#### VERIFY FILE

This command should be used after saving your text to cassette. Its purpose is to make sure that your text is really there and that the checksum data is correct. This function only really checks that the data is internally consistent i.e. it doesn't match the file against what is in memory as BASIC does.

This function behaves in most respects as the LOAD FILE option does, except that doesn't actually load the file into memory. If it finds an error in the file, you will be informed. Note that, as usual, (CTRL) + (BREAK) will get you out of this option.

#### QUIT PROGRAM

This is used when you are finished your word processing session. It will warn you if you have altered your text in case you have forgotten to SAVE the latest alterations. You can abort with any key except (Y). When you QUIT, the program will terminate and you will be returned to basic.

SUMMARY OF COMMANDS

In all the following commands the (CTRL) key must be held down as the following key is pressed.

(CTRL)	+	ACTION
	(BREAK or Q)	..... Main Menu.
	(LEFT ARROW)	..... Cursor Left.
	(RIGHT ARROW)	.... Cursor Right.
	(UP ARROW)	..... Cursor Up.
	(DOWN ARROW)	..... Cursor Down.
	(T)	..... Top of Text.
	(B)	..... Bottom of Text.
	(W)	..... Up 8 Lines.
	(D)	..... Down 8 Lines.
	(A)	..... Beginning of Line.
	(S)	..... End of Line.
	(F)	..... Find Command.
	(R)	..... Find / Replace Command.
	(L)	..... Reapeat Last (F / R).
	(RUB OUT)	..... Erase Character.
	(D)	..... Delete Line.
	(I)	..... Insert 4 Spaces.
	(N)	..... Reform Paragraph.
	(P)	..... Page Skip (blue).
	(X)	..... Block Marker (red).
	(1)	..... Copy Block.
	(2)	..... Move Block.
	(3)	..... Delete Block.